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Bulletin Number	44790BR
Type of Recruitment	Transfer Opportunity
Department	Child Support Services
Position Title	WAREHOUSE WORKER II
Filing Type	Standard
Filing End Date	10/17/2014
Filing End Time	5:00 pm PST
General Information	The Child Support Services Department is seeking experience and highly motivated individual to fill the position of Warehouse Worker II in the Facilities Management Section.
Requirements	<p>Applicants must currently hold the payroll title of Warehouse Worker II and must have successfully completed their probationary period. Employees who meet the requirements are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of your last two performance evaluations, and (3) copies of the last two years' Prime Variance report by Friday, October 31, 2014.</p> <p>Note: Resumes are accepted online only. Please attach the required documents along with your resume. If you are unable to attach the required documents online, you may fax them to (323) 869-0722. Please include your name, phone number, employee number, the position to which you are applying, and your current position title.</p> <p>All materials submitted will be evaluated. Only the most qualified individuals will be invited to participate in an interview. The interview process will be used to determine the final selection.</p>
Desirable Qualifications	<ul style="list-style-type: none">• Ability to deal with all levels of supervisors and managers;• Strong organizational skills;• Ability to work on multiple tasks and prioritize with minimum instructions;• Experience working in a warehouse environment;• Strong oral and written communication skills;• Knowledge of Microsoft Word, Excel, and the ability to navigate the web.• Excellent customer service skills;• Ability to work independently and as part of a team.
Duties	<p>This position is responsible for, but not limited to the following:</p> <p>Supervises and may participate in the receiving, checking, storing, and issuance of a variety of supplies.</p> <p>Analyzes perpetual inventory and other records and makes determination of optimum stock levels to be maintained, and items to be added or removed from stock.</p> <p>Initiates timely requisitions for replenishment of supplies and follows up on delays.</p> <p>Coordinates storekeeping functions with needs of operating units.</p> <p>Supervises and participates in the maintenance and adjustment of stock</p>

records.

Supervises or conducts periodic physical inventories of supplies. Supervises the operation of the salvage warehouse, and assists in the disposal of unusable County property.

Supervises and participates in the acquisition, tagging, and the preparation of records for the County Auditor of property assigned to a County department, conducting periodic inventories, and processing and maintaining records showing present location, transfer, or disposal of such property.

Maintains physical custody of items not assigned to an operating unit.

Prepares reports as required.

May participate in the procurement of capital outlay and fixed asset equipment.

Conducts periodic "tailgate safety sessions" regarding use of forklifts, electric trucks, pallet dollies and response to spills of toxic or possible toxic materials being handled or stored.

**vacancy
Information**

The Current vacancy is located at 5770 S. Eastern Ave., 1st Floor, Commerce, CA 90040.

**California Relay
services Phone**

800-735-2922

Job Field

Warehouse and Inventory Control

Job Type

All Others

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